

**APPROVED MINUTES OF THE JUNE 26, 2017 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, Tracey Wood, Ed Reniker, Eva Freund, Claire Tse, Cyrus Sobhani, Kelly Hebron

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Ron Shoram, George Monge

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The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the May 22, 2017 meeting were approved, with revisions

**Vendor Forum Proposed Keynote Speakers & Panelists**

- Tom Janson provided an update on proposed Vendor Forum speakers, panelists, and topics
- Updated handouts (Status Report) containing a list of potential speakers and panelists was requested, by Commissioner Pellegrin, to be sent via email.

**Committee Reports**

**Communications**

- Commissioner Fogarty – No Report
- Commissioner Wood advised that she'll check with Commissioner Fogarty, regarding Forum Commission and annual report

**Community Business Partnership**

- Stepping Stones taping completed for Commissioner Hebron, Community Business Partnership members, and small business owners. Last board meeting focused on the strategic plan

**Economic Advisory Council**

- Commissioner Hebron attended its latest meeting, and provided overview of Innovation Forum presentation on SMART Cities & SMART Cities Council

**Education and Outreach** – No report

### **Executive**

- Commissioner Pellegrin requested that the Economic Development Authority should be contacted to promote the Vendor Forum on their website, and add retain the Small Business Council as a resource link

### **Legislative and Policy**

- June Newsletter was submitted by Commissioner Sobhani, and was distributed at the meeting
- June newsletter items:
  - Main Street Fairness Act
  - Capital Formation Enhancement Act

### **Media Productions**

- Commissioner Hebron's Stepping Stones interview completed
- Commissioner Sobhani scheduled for Stepping Stones interview in July
- Commissioner Freund will be scheduled for Stepping Stones interview, once availability is confirmed
- Action Item:
  - SBC commissioners, who have not scheduled Stepping Stones interviews, to notify Commissioner Wood for scheduling future recordings

### **Office of Emergency Management - No report**

### **Ombuds**

- Commissioner Sobhani will report, during the 7/24 meeting, on an issue that has transpired

### **Strategic Planning**

- Commissioner Reniker received comments from Commissioner Freund, but none from others. He will follow up

### **Transparency**

- No report, but Commissioner Freund asked for an update on the Office of Financial and Program Audit (OFPA) report to Board of Supervisor's Audit Committee
- Projected date of release of the OFPA report is October 2017

### **Vendor Comments Board – No report**

### **Vendor Forum**

- Commissioner Pellegrin acknowledged the major contributions from Tom Janson, Ric Fenton, and Ashleigh Dorfman on getting panels established

### **Old Business – No report**

### **New Business – No report**

**Staff Report**

- Cathy Muse attended the Economic Development Authority Procurement Academy. Workshop on doing business with Fairfax County & Fairfax County Public Schools was the topic

**Action Items**

- Send list of nomination criteria for Bea Malone Award to all SBC members
- SBC members—who have not been interviewed for Stepping Stones—to notify Commissioner Wood for scheduling future recordings
- Confer with Jason Im on status of Vendor Comments Board

**Adjournment** – Chairman Pellegrin adjourned the meeting at 8:10 p.m.